

functional facts.

NCFE Functional Skills Qualification in ICT at Entry Level 1/2/3

600/1780/6 / 600/1353/9 / 600/1148/8

Entry Level ICT Functional Skills are ideal for learners wishing to develop practical, transferable skills in ICT in order to work confidently, effectively and independently in life. They're suitable for a wide range of individuals and is fundamental to the successful completion of various wider qualifications and frameworks, such as Foundation Learning.

There's no minimum age requirement for registration.

What topics are covered?

Functional Skills ICT at Entry Level covers the following:

- checking ICT work area safety
- using emails, folders, and passwords
- developing spreadsheet data on Excel
- developing a Word document.

The skills your learners acquire can be applied to different problem solving scenarios present in everyday life and the workplace.

The content of Functional Skills qualifications is prescribed by Ofqual, and a full list of the Functional Skills criteria is available on QualHub.

Qualification Overview

Qualification title	NCFE Functional Skills Qualification in ICT at Entry Level 1/2/3
Qualification number (QN)	Entry Level 1 – 600/1780/6 Entry Level 2 – 600/1353/9 Entry Level 3 – 600/1148/8
Total Qualification Time (GLH)	45
Guided Learning Hours (TQT)	48
Assessment availability	These qualifications are assessed and marked internally, with assessments devised by NCFE. A choice of assessments are available for download from QualHub. Centres are permitted to choose the date, time and location of assessments. Resits are available. Learners can't resit an assessment they have already attempted.
Assessment duration	120 minutes
Direct Claim Status (DCS)	These qualifications are eligible for DCS. For more information on DCS, please visit QualHub.

Qualification structure and how to achieve

Functional Skills ICT qualifications are comprised of one mandatory assessment per level.

For a learner to achieve the qualification and be awarded their certificate, they must obtain a grade of 'Achieved' in the assessment.

Extras

Dedicated External Quality Assurer

Each centre has their own dedicated External Quality Assurer and their purpose is to provide support and guidance for all things relating to internal assessments.

ForSkills

Learner registration for NCFE Functional Skills includes access to the ForSkills initial and diagnostic assessment tools, and access to ForSkills learning resources.

Sample papers

We have a bank of sample papers available in a variety of formats including: paper based, in-browser and online assessment. These are ideal resources to prepare your learner for their final assessment.

Curriculum team

Our Curriculum team provides support for the delivery of Functional Skills, particularly for new centres. Support can be in the form of visits, webinars, events, and will cover topics such as lesson planning, assessment processes, and sharing best practice.

Learner resources

We have a full suite of delivery resources available covering the entire coverage and range of the criteria at each level. These are suitable for both classroom based and work based learning. There's a one off fee for these resources and they are available on QualHub.

What's next?

Learners who achieve the NCFE Functional Skills Qualification in ICT at Entry Level can progress to:

- NCFE Functional Skills Qualification in ICT at Level 1

Get approved today!

email: businessdevelopment@ncfe.org.uk

call: 0191 240 8822